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***USE OF TELEPHONE FACSIMILE (FAX) IN EASTERN REGION***

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***SUMMARY OF REVISIONS:*** This instruction supersedes Regional Operations Manual Letter (ROML) E-07-91, "Use of Telephone Facsimile in Eastern Region," filed with WSOM Chapter C-61, dated October 2, 1991.

<signed>

July 8, 2004

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Dean P. Gulezian  
Director, NWS Eastern Region

Date

<u>Table of Contents:</u>	<u>Page</u>
1. <b>Background.</b> .....	3
2. <b>Acceptable Use.</b> .....	3
3. <b>Non-Acceptable Use.</b> .....	3
4. <b>Additional Guidelines.</b> .....	3

1. **Background.** All Eastern Region field offices own or lease telephone facsimile (FAX) machines. The following guidelines pertain to telephone FAX equipment under the direct control of NWS Eastern Region personnel.

2. **Acceptable Use.**

2.1.1. Use for **official** business only.

2.1.2. Sending and/or receiving administrative documents, especially when time is a consideration.

2.1.3. Receiving meteorological or hydrologic information from any source (e.g. damage reports from amateur radio, federal, state or local agencies). Incoming information may also include graphics, maps, pictures, diagrams, etc.

2.1.4. Sending and/or receiving emergency information not available on NWR, EMWIN, NAWAS, or NWS/ER WFO Internet sites.

2.1.5. Operation in a backup mode when normal communications fail.

3. **Non-Acceptable Use.**

3.1.1. Sending/requesting information which is not official business.

3.1.2. Sending information available on NWR or NWWS.

3.1.3. Sending information which can be adequately handled by mail or by other means, when time is not an important consideration.

4. **Additional Guidelines.**

4.1.1. In situations not covered by the above guidelines, field office supervisors, or their designee, should determine whether or not to use telephone facsimile equipment.

4.1.2. Regulations on use of telephone facsimile copiers for labor management matters, must follow the guidelines in the latest collective bargaining agreement/s (CBA). NWSEO representatives as designated and authorized by the CBA may use NWS telephone facsimile equipment.

4.1.3. A listing of telephone facsimile numbers for ER field offices and Eastern Region Headquarters can be found in the ER Telephone Address Directory.